



Part - Time Employment Opportunity
RECREATION LEADER SPECIALIST VII - \$13.622 PER HOUR

This Position Open Only to Current PR&M Department Employees

The City of Long Beach, Department of Parks, Recreation and Marine, Community Recreation Services Bureau, is seeking applications for a Recreation Leader Specialist VII position at Ramona Park. This position assists with the after school recreation programs.

Duties and Responsibilities

- Under direction, supervise subordinate staff;
- Plan, conduct, and implement after school programs at Ramona Park;
- Develop and maintain a cooperative relationship with children and parents;
- Complete reports, track program participation, conduct facility inspections;
- Develop and prepare monthly program calendars;
- Develop, coordinate, and implement program marketing strategies;
- Maintain all program resources, including equipment and supplies.

Minimum Qualifications

- Three years of experience working in recreation or a related field;
- One additional year of experience acting as a lead staff person in a recreation program.
- Good oral and written communication skills;
- Ability to deal effectively with co-workers and the general public;
- Experience working with children and adults with a wide range of ethnic, cultural, and socio-economic backgrounds;
- Willingness to adapt to a changing environment;
- Willingness to fulfill responsibilities in accordance with established Bureau goals and program expectations.

Hourly Rate and Schedule

This position is offered at a Recreation Leader Specialist VII level; the rate is \$13.622 per hour. The successful candidate may work up to a maximum of 1600 hours per year, depending on workload and availability.

Application Process

Only current Department of Parks, Recreation and Marine employees are eligible to apply for this position. Interested candidates should submit a letter of interest and resume, **no later than 4:30 p.m., Friday, March 2, 2007, to:**

**Gladys Kaiser, Recreation Superintendent
Department of Parks, Recreation and Marine
2760 Studebaker Road
Long Beach, CA 90815**

For more information, please contact Gladys Kaiser at (562) 570-3536.

The most qualified candidates will be invited to participate in the interview process.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.